

Briefly describe your present job; its main purpose and your responsibilities:					

Employer:	Address:	From:	To:	Job Title :	Reason for Leaving:
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Gaps in Employment : Please explain any gaps within your employment record

Reasons for applying for this position: (Please continue on an additional sheet if necessary)

Competencies, Relevant Skills and Experience

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the Job Description and Person Specification). You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work). Please continue on the reverse of this sheet if necessary.

Personal Skills/Qualities;
Relevant Qualifications/Experience;

Education :

School, College, University :	From :	To :	Qualifications Attained	Date Awarded



Please detail if any adjustments that are necessary, if you are selected for interview.

Interests and Activities : List here what interests you and detail any positions of responsibility you hold or held, if applicable



Criminal Convictions:

Posts held at the Care Agency are covered by the Exceptions Order to the Rehabilitation of Offenders Act 1974. Applicants are therefore asked to provide information about previous convictions. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action.

1) Have you ever been convicted of any criminal offence? If so, please give details:

2) The National Care Standards Act 2000 obliges us to ask the following:

a) Are you currently the subject of any police investigation in the UK or any other country? Yes

No

b) Are you the subject of any current investigation or proceedings by a professional (or regulatory) body in the UK or any other country? Yes

No

c) Have you ever been disqualified from the practice of a profession or been required to practice under specific limitations? Yes

No

If the answer to any of a) – c) is 'yes', please provide details:

REFERENCES:

You MUST provide the names of at least two people who can provide references – one of whom must be your present/ most recent employer and the second a previous employer:

Name :	Address :	Telephone :	Email :	Job Title :
I give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate). YES / NO				
Applicant's Name :			Applicant's Signature	

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Applicant's Name :			Applicant's Signature	

Declaration :

- 1) I confirm that the above information is complete and correct and that any untrue or misleading information will give Arreta Care Limited the right to terminate any contract of employment offered.
- 2) I agree that Arreta Care Limited may reserve the right to require me to undergo a medical examination. In addition, I agree that this information may be retained in my personal file during my employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act (1996).
- 3) I agree that should I be successful in this application, application will be made to the Disclosure and Barring Service for disclosure. I understand that should the disclosure not be to the satisfaction of Arreta Care any offer of employment may be withdrawn, or my employment terminated.

Signed..... Date:

Information provided by you on this form will be filed for at least six months and then destroyed if you are not successful.

The General Data Protection Regulation (GDPR) As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Arreta Care will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Completed application forms and supplementary information provided by you in support of your application will be retained by the HR Department in a secure place for a period of 6 months, after which time the information will be destroyed, excepting for persons who subsequently take up employment with the



organisation. This is to enable the organisation to fulfil its legal obligations in the event of a legal claim being brought against the organisation in relation to the recruitment and selection process

Reasonable adjustments If you require any reasonable adjustments to the recruitment process, including completion of this application form and interview, please provide details on a separate sheet of paper. Alternatively, please contact a member of the HR Department to discuss further.

Please return, marked **Strictly Private & Confidential**, by e-mail to:

admin@arretacare.co.uk

or by post to:

78a Bond Way, Hednesford, Staffs, WS124SN

Equal Opportunities Monitoring :

Arreta Care is an equal opportunities employer which is why we wish to monitor our recruitment procedures. We recognise and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

This form will be separated from your application and will not form part of the selection process, it is solely used for monitoring purposes.

Please circle the aspects of this form that apply to you. Thank you for your assistance.

Gender	Male		Female
<i>If you propose to, are undergoing, or have completed the process of gender reassignment, please tick the gender that you prefer (future gender).</i>			
Date of Birth:			
Do you consider yourself to have a disability*?	Yes		No
If yes, please state nature of disability:			
Please describe your religion	My faith is: I am not religious		
How would you describe your nationality?			
British	English	Scottish	Welsh
			Irish
Other (please describe):			
How would you describe your ethnic origin?			
White:	White		
Mixed:	White & Black Caribbean	White & Black African	White & Asian
Asian:	Indian	Pakistani	Bangladeshi
			Other:



Black:	Caribbean	African	Other:
Oriental:	Chinese	Japanese	Other:
Other:		

“The Disability Discrimination Act (1995) defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s